

jobcan

Employee Operation Manual

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Issue My Page

- Issue My Page
- Enter the information for the first time

Issue My Page

You can request changing your profile, dependent, address and name on My Page of Jobcan Labor Management.

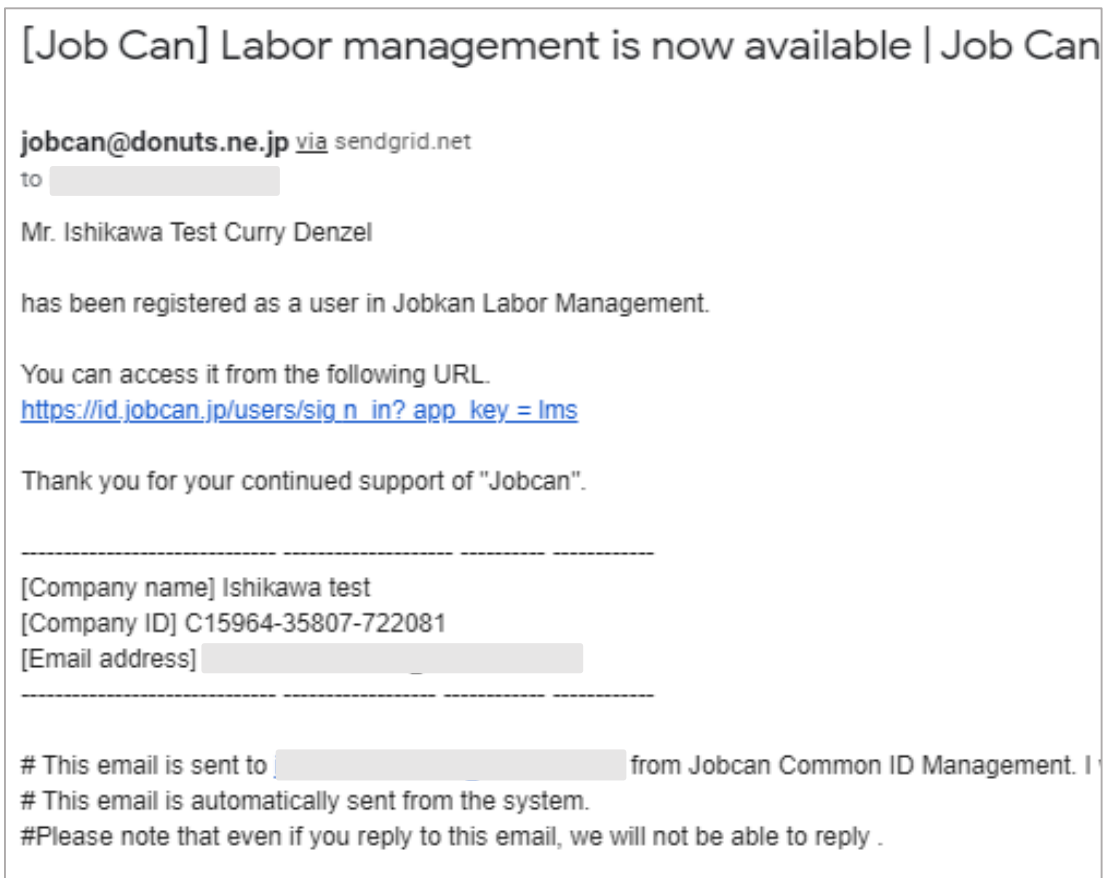
There are three patterns for issuing My Page. We will be introducing each operational procedures.

- 【1】 When you have already used other Jobcan services**
- 【2】 When you use Jobcan for the first time**
- 【3】 When the manager requests to input profile at the same time as issuing My Page**

【1】 When you have already used other Jobcan services

1. Click the link from the invitation email.

If you have My Page in Jobcan series (Attendance Management, Work Flow/Expense Reimbursement, Recruitment Management, Payroll), you will receive the following email when the manager issues the new My Page for Labor Management.



Issue My Page

2. Enter the email address and password to login.

jobcan

Common ID Login

✉ ishikawa.ryo+0803@donuts.ne.jp

Is this user registered in multiple companies?

🔒

Save login information

Login

[Please click here if you forgot your password](#)

Login with Google account

When the top page of My Page of Labor Management is displayed, it will be available.

ジョブカン Attendance labor

ジョブカン 労務管理

help | George Jobcan like

George Jobcan

browse

To edit

Start of procedure

Change of dependents (addition / deletion)
Procedures for marriage, childbirth, employment of children, etc.

Change of address
Procedures when the address changes such as moving

Change name
Procedures when the name changes due to marriage etc.

Notification from administrator

No notification from admin yet

Procedures currently in progress

No procedure in progress yet

Dashboard

New procedure

Procedures in progress

notification

File sharing

Issue My Page

【2】 When you use Jobcan for the first time

1. Click the link in the invitation email.

If you use Jobcan series (Attendance Management, Work Flow/Expense Reimbursement, Recruitment Management, Payroll) for the first time, you will receive the following email when the manager issues new My Page for Labor Management.

Title : Jobcan has been invited to a common ID | Jobcan Common ID

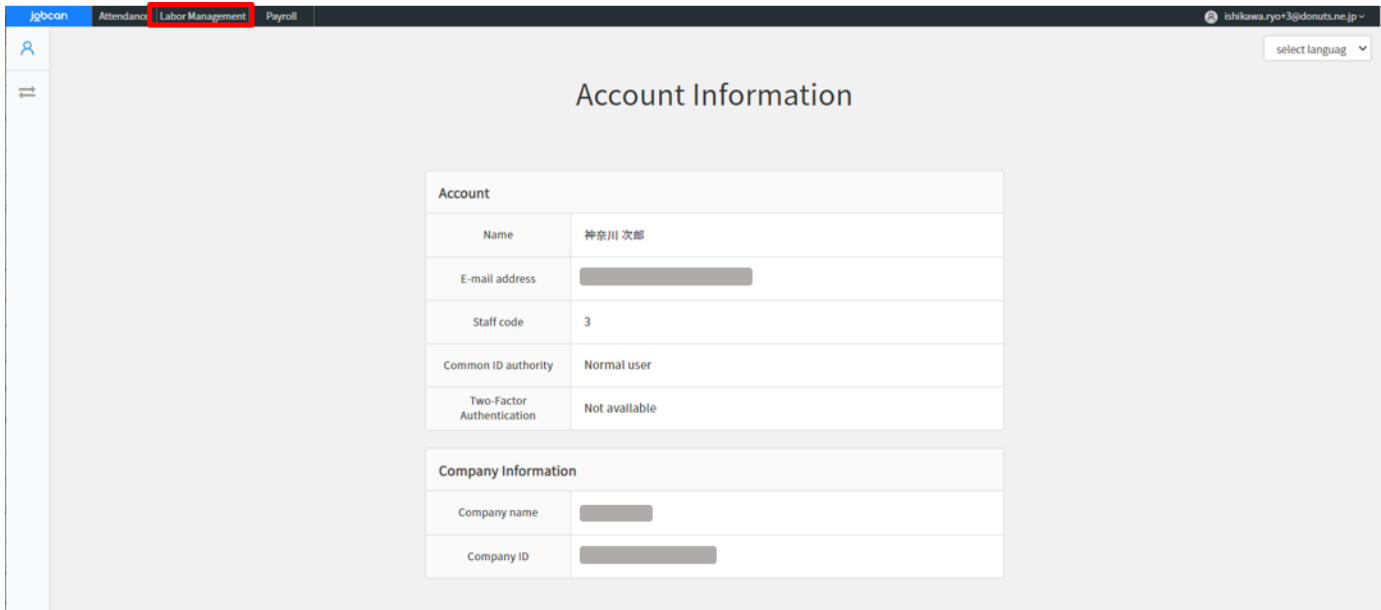


2. Enter the password and click “Register”.

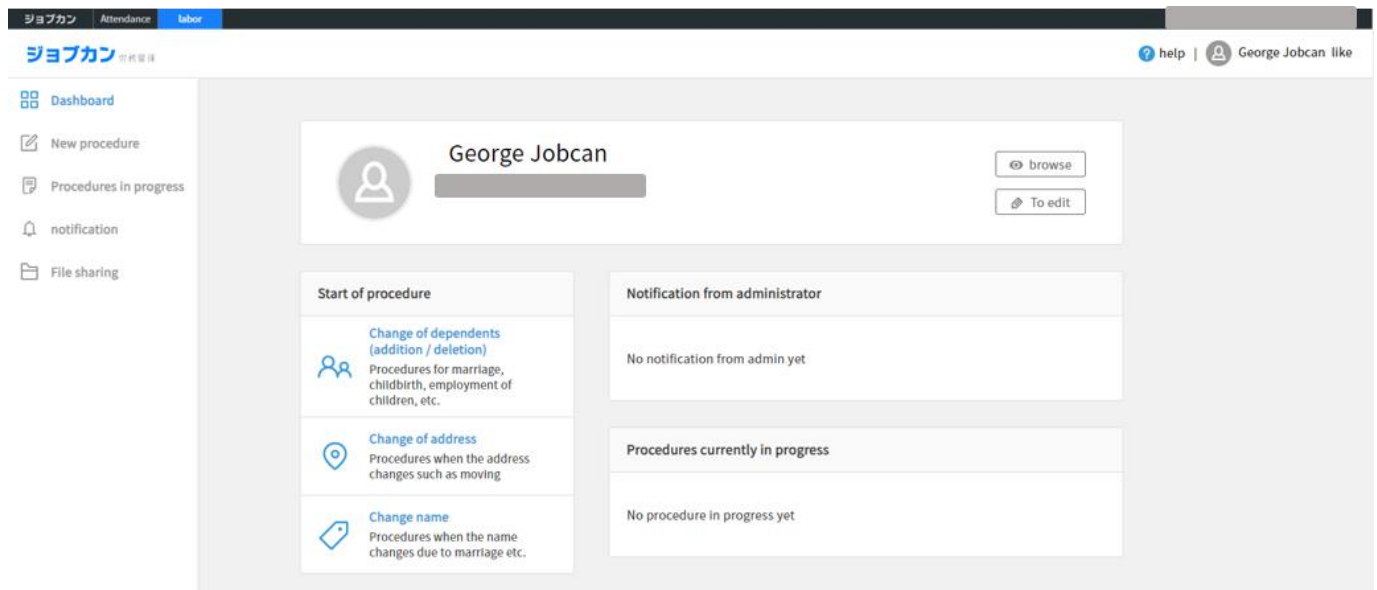
The image shows a screenshot of the Jobcan Common ID User Registration form. The form has a blue header with the Jobcan logo and the title "Common ID User Registration". Below the title are four input fields: "Lastname", "Firstname", "Password", and "Password (confirmation)". At the bottom of the form is a blue "Register" button.

Issue My Page

3. My page of Jobcan common ID will be displayed, so click the “Labor Management” tab on the upper left.



When the top page of My Page of Labor Management is displayed, it will be available.



Enter the information for the first time

【3】 When there is a request for entering profile from the manager at the same time as issuing My Page

When the manager issues My Page, the employee may be asked to enter a profile at the same time. In that case, when you log in to Jobcan Labor Management for the first time, page of “Enter employee information” will be displayed.

ジョブカン labor

ジョブカン 労務管理 help | Stephen Morris like

Enter employee information

Basic information

Basic information

profile Image
Select or drag and drop files

Last name **required** Name **required**
Stephen Morris

Last name (Kana) **required** First name (Kana) **required**
ステイブン モリス

If you change your first and last name, it will be automatically reflected in the Job Can and other services you are using.

When you have finished entering the information, click the “Done” button at the bottom to complete.

* Upon entering, the manager may send you a revision request, so please enter the information again from the notification of the revision request and submit it to the manager.

Resume / CV
Commuting allowance
Account information
Dependent information
Spouse information
emergency contact
Resident's card address
Tax classification information
Welfare pension insurance
Employment insurance

Take out welfare annuity insurance for the first time
 I don't know the basic pension number

Employment insurance

* Please fill in the following employment insurance information only if you have taken out employment insurance in the past.

Employment Insurance Insured number
[] --- [] --- []

Employment Insurance card image
Select or drag and drop files

I don't know the unemployment insurance insured number

Done

Receive an input request

- Procedure for joining the company
- Procedure for leaving the company
- Request for updating information

Procedure for joining the company

1. When you receive the email requesting input of the procedure for joining the company, click the link.

Input request of the procedure of joining has arrived | job Wuhan labor management

Jobcan Labor Management no-reply@lms.jobcan.ne.jp via sendgrid.net
to i [Email address]

🗨 Japanese > English Translate message

Corgan [Email address]

Ryo Ishikawa ([Email address]) input request of the procedure of joining than I arrived.
Please check from the URL below.

https://lms.jobcan.jp/enrollment_employee_input/85829?enrollment_input_token=TM8Qe9qtMuKp_mezyHupIf

you have any [questions](#), please contact the administrator ([Email address]).

login URL: <https://Lms.Jobcan.Jp/Login>
job Kang Series: <https://All.Jobcan.Ne.Jp/>

* This email is automatically sent by Jobcan Labor Management.
* Please note that even if you reply to this email, we will not be able to reply.

2. The input screen will be displayed, so enter the information.

* The input screen of the procedure for joining the company can be displayed from “Notification” on the left menu.

Enter employee information

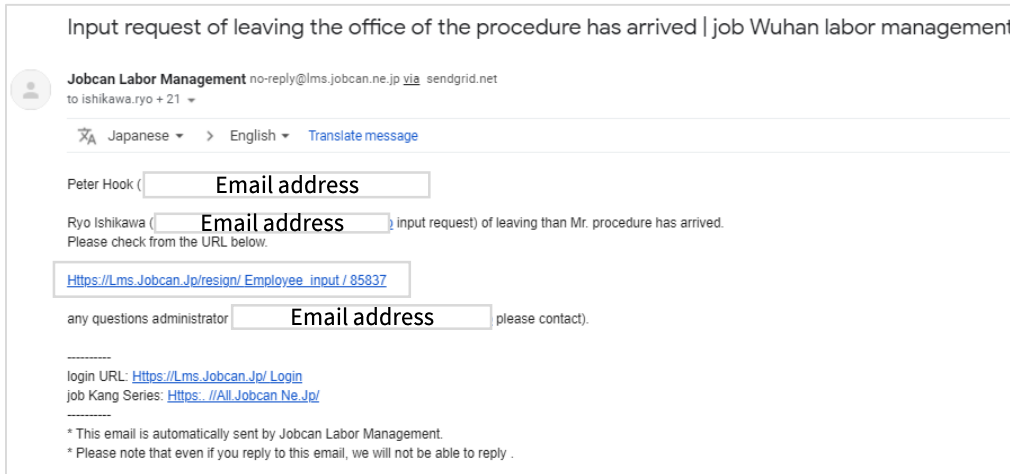
Basic information >	Basic information
Resume / CV	profile image Select or drag and drop files
Commuting allowance	Last name required Corgan
Account information	Name required Billy
Dependent information	Last name (Kana) required コーガン
Spouse information	First name (Kana) required ビリー
emergency contact	If you change your first and last name, it will be automatically reflected in the Job Can and other services you are using.
Resident's card address	maiden name
Tax classification information	Date of birth required 1977/05/04
Welfare pension insurance	May 4, 1977
Employment insurance	
Done	

3. Click “Done” and wait for the approval of the manager.

For details on the input items, see the list of employee information input items on page 26.

Procedure for leaving the company

1. When you receive the email requesting input of the procedure for leaving the company, click the link.



2. Enter the required information and click “Done” at the bottom to finish. Please wait for the approval of the manager.

Retirement information input

Retirement information

Last work day **required**

Retirement date **required**

Reason for retirement

We will introduce you about each item.

Retirement Information	
Last work day	(E.g.) 2017/11/29
Retirement date	(E.g.) 2017/11/30
Reason for retirement	(E.g.) For personal reasons.
Address after retirement	(E.g.) 9-99-99, Jobcan apartment, Shibuya, Tokyo
Email address for contact after retirement	(E.g.) yamada@lms.jobcan.ne.jp
Phone number	(E.g.) 0000-0000-0000
How to hand over the withholding slip	<ul style="list-style-type: none">• Email• Send by post
How to collect residence tax	<ul style="list-style-type: none">• Request for special collection (salary deduction) at the new job• Request for normal collection (pay the remaining residence tax by myself)• Request for lump sum collection (lump sum deduction at the last salary)
Whether or not to need slip of unemployment	<ul style="list-style-type: none">• Yes• No
Confirmation of getting insurance after retirement	<ul style="list-style-type: none">• I want to continue voluntarily• I do not want to continue voluntarily
Return date of health insurance card	(E.g.) 2017/11/30
I lost my health insurance card	Please check the box if you lost it.
Name of next workplace (optional)	Input is arbitrary.
Joining date of next workplace (optional)	Input is arbitrary.
Remarks	Please fill in if there is anything.

Request for updating information

You may receive a request from the manager to enter particular items. Please enter the information of the item specified from the email or the notification sent on My Page and submit it to the manager.

1. Click the link in the email or the notification on My Page.

The image shows two overlapping screenshots. The top-left screenshot is an email from 'Jobcan Labor Management' with the subject 'Request for updating information'. The email body contains the following text: 'Mr. Hook Peter ([redacted]) We received an information update request from Mr. Ryo Ishikawa. Comment from [redacted] For commuting allowance, please enter the commuter pass for 6 months. Please check from the URL below. https://Lms.Jobcan.Jp/direct_Request/Confirm any questions administrator [redacted] login URL: <https://Lms.Jobcan.Jp/Login> job Kang Series: <https://All.Jobcan.Ne.Jp/> * This email is automatically sent by Jobcan Labor Management * Please note that even if you reply to this email, we will not be able to respond to you.' The bottom-right screenshot shows a user profile for 'Hook Peter'. Under the 'Notification from administrator' section, there is a notification at 14:30 that says 'There is a request to update employee information'. Below this, there is a section for 'Procedures currently in progress' with a 'Procedure for leaving the company' listed as 'Checking'.

2. Enter the items displayed and click “Done”. Please wait for the approval of the manager.

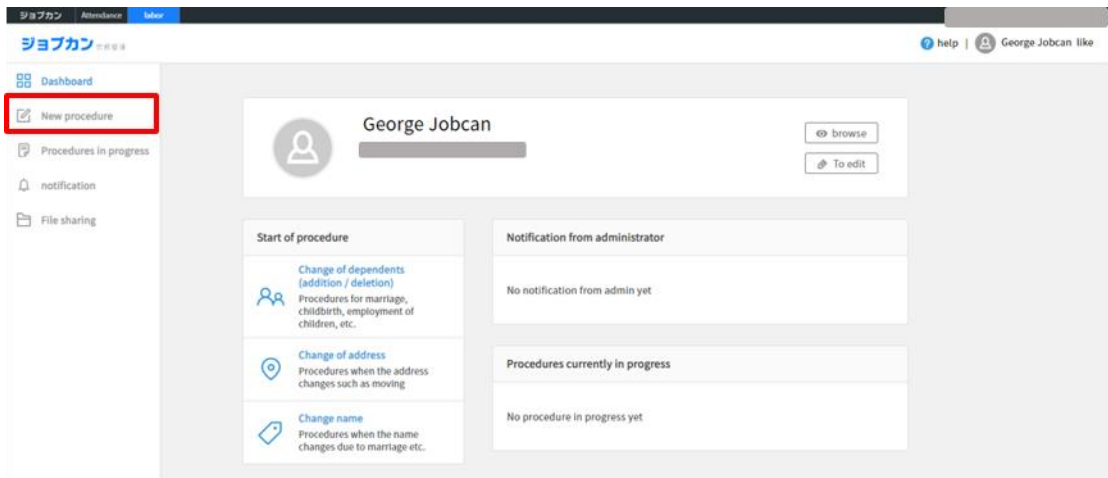
The image shows a screenshot of the 'Enter employee information' form. At the top, it says 'Enter employee information' and 'Staff Code: 19 Employee Name: Corgan Billy'. Below this, there is a message from the administrator: 'Administrator(Ryo Ishikawa) 14:49 For commuting allowance, please enter the commuter pass for 6 months.' The form has two main sections: 'Commuting allowance' and 'Means of commuting'. The 'Commuting allowance' section has a 'Done' button highlighted in red. The 'Means of commuting' section has a dropdown menu with 'Please select' and a downward arrow. At the bottom of the form, there is another 'Done' button highlighted in red.

Request for a procedure

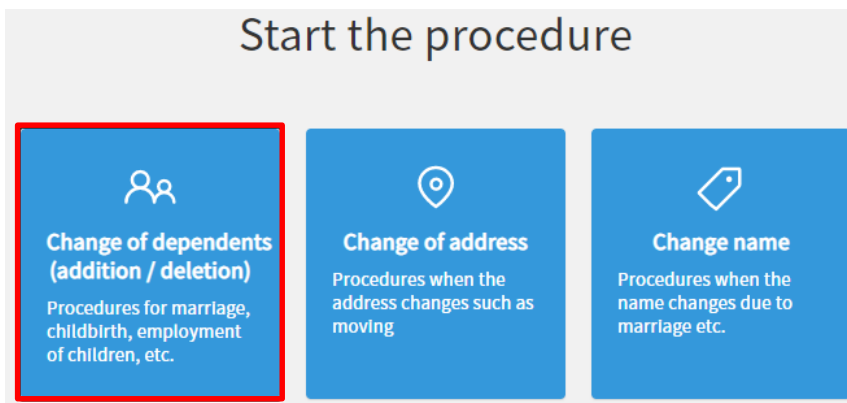
- Change of dependents
- Change of address
- Change of name

Change of dependent

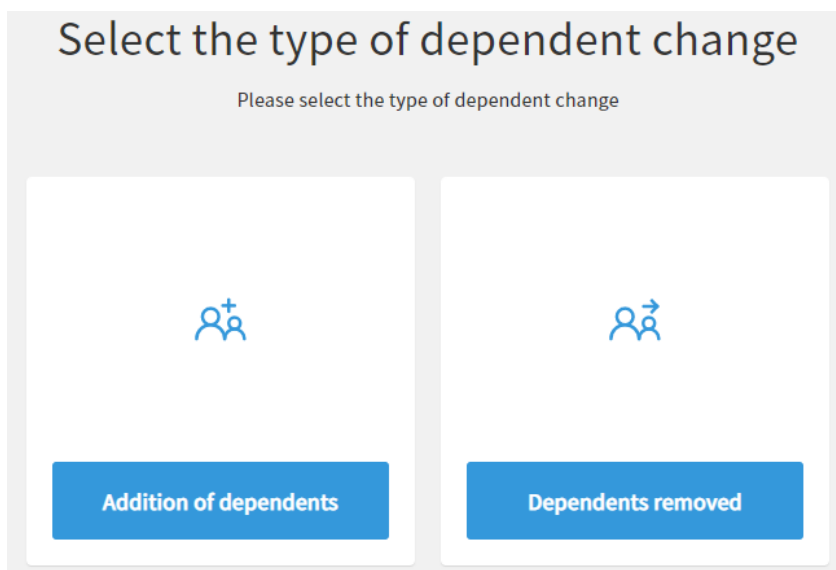
1. Select the “New procedure” from the left menu.



2. Click “Change of dependents”.



3. Click “Add” or “Remove” and enter the required information.
For details on the input items, see "Addition of dependents" on the next page.



4. Click the "Apply" button to complete. Please wait for the approval of the manager.

Explanation of input items for change of dependents

<Input items when adding dependents>

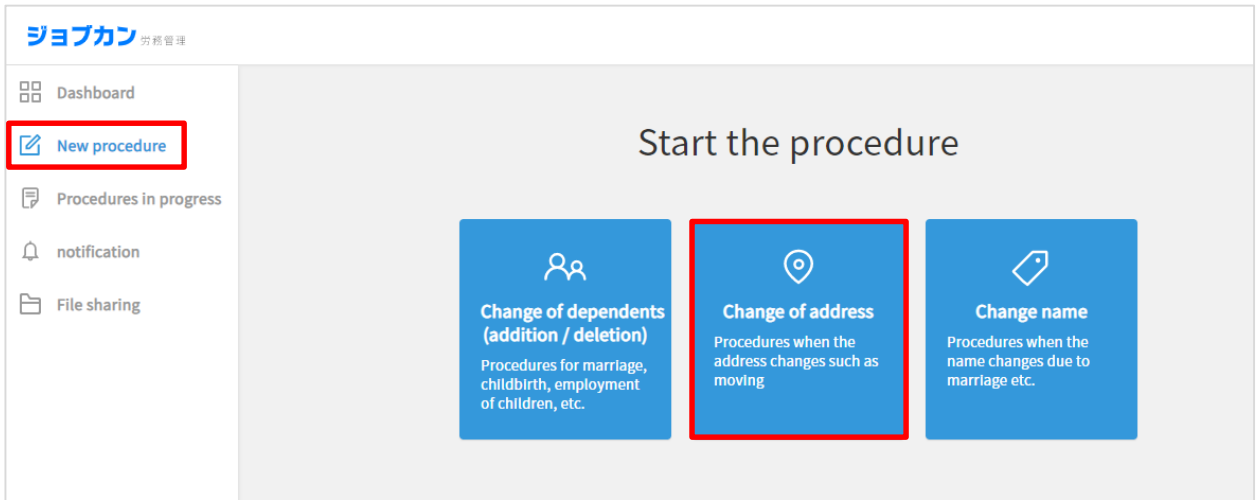
Dependent transfer date	
The day she/he became a dependent	(E.g.)2017/1/1
Dependent information	
Dependents Relationship	Spouse/Other
Last name	(E.g.)Yamada
First name	(E.g.)Hanako
Date of birth	(E.g.)1980/1/1
Gender	Male/Female
Live together / Separate	Live together / Separated (domestic) / Separated (overseas)
Occupation	(E.g.)Housewife
Phone number	(E.g.)0000-0000-0000
Annual income (expected for the next year)	Half-width number
Annual income (January-December)	Half-width number
Disability classification	Not applicable / Person with disabilities / Person with heavy handicap
Dependent on tax	If dependent's annual income (January-December) exceeds 380,000 yen, please uncheck it.
Reasons for being added to dependents	Please enter within 24 characters.

< Input items when removing dependents >

Dependent transfer date	
The day she/he is no longer a dependent	(E.g.)2017/1/1
Dependent information	
Please check the people who are out of support	Please select it.
Reasons for being out of support	<ul style="list-style-type: none">• Death• Divorce• Employment/Income increase• Reached 75 years old• Disability certification• Other
Details of the reason	Please enter within 24 characters.

Change of address

1. Click “Change of address” from “New Procedure” on the left menu.

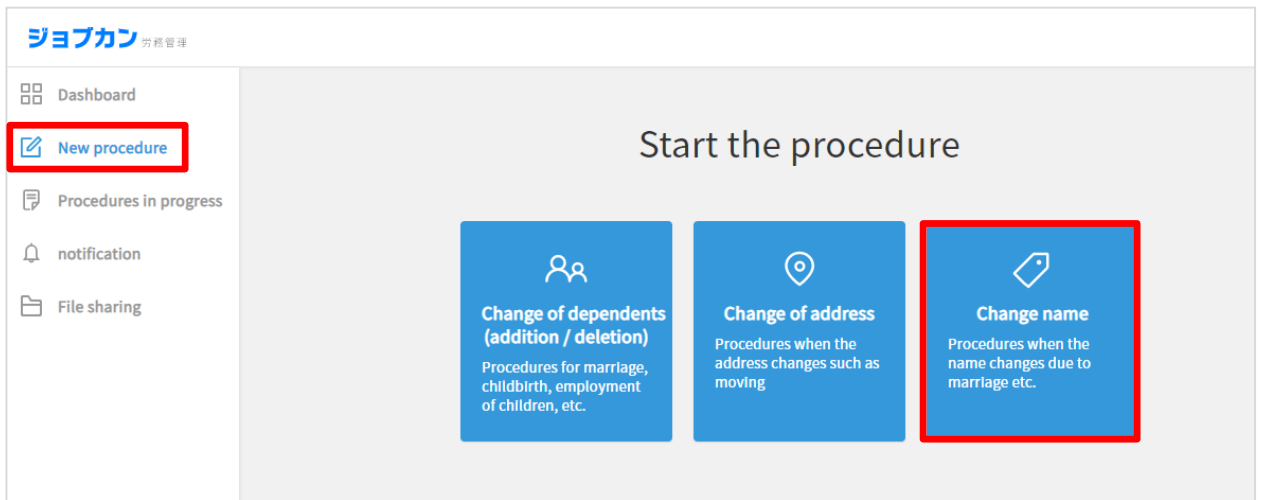


Enter each item, click “Apply” at the bottom to complete.

Moving day	
Moving day	(E.g.)2017/1/1
Address before change	
Please check if there is no mistake.	
New address	
Postal code	999-9999
Prefectures	(E.g.)Tokyo
City	(E.g.)Shibuya
House Number	(E.g.)9-99-99
Building name/Room number	(E.g.)Jobcan Apartment
Resident's card is also updated	Check if you update it.
Commuting allowance	
Means of commuting	Please select it.
Period of commuter pass	1 month / 3 months / 6 months
Train Station you get in	(E.g.)Shibuya
Station you get off	(E.g.)Shinjuku
Waypoint	(E.g.)Yoyogi
One-way fare	Half-width number
Commuter pass fee	Half-width number
Bus Stop you get in	(E.g.)Shibuya
Stop you get off	(E.g.)Shinjuku
Waypoint	(E.g.)Yoyogi
One-way fare	Half-width number
Commuter pass fee	Half-width number
Car Departure place	(E.g.)Home
Arrival place	(E.g.)Head office
One-way commuting distance	Please select it.
Payment amount	Half-width number
Spouse's address	
Also change the address of dependent spouse	Check if it is changed.
Spouse's address before change	Live together / Separated (domestic) / Separated (overseas)

Change of name

1. Click “Change name” from “New Procedure” on the left menu.



2. Enter each item.

Date you change the name	
Date you change the name	(E.g.)2017/1/1
Name before change	
Please check if there is no mistake.	
New name	
Last name	(E.g.)Yamada
First name	(E.g.)Hanako

3. Click "Apply" and please wait for the approval of the manager.

The 'New name' form contains the following fields and labels:

- Last name **required**
- Name **required**
- Last name (Kana) **required**
- First name (Kana) **required**

An **Apply** button is located at the bottom of the form, highlighted with a red box.

Share files

- **Receive a signature/seal request**
- **Download files**
- **Upload files**

Download files

1. Select “File sharing” from the left menu bar.

ジョブカン 労務管理 help

Dashboard
New procedure
Procedures in progress
notification
File sharing

download

You can download files requested or uploaded by the administrator.

Deleted files

Procedure file ?

date	procedure	file name	message	Delete
2021/01/21	Addition of dependents	Deduction for dependents (transfer) of salaried employees	—	Deleted files

Company regulation file ?

date	procedure	file name	message
2021/01/21	—	tempsnip.png	—

2. Click the file name you want to download.

download

You can download files requested or uploaded by the administrator.

Deleted files

Procedure file ?

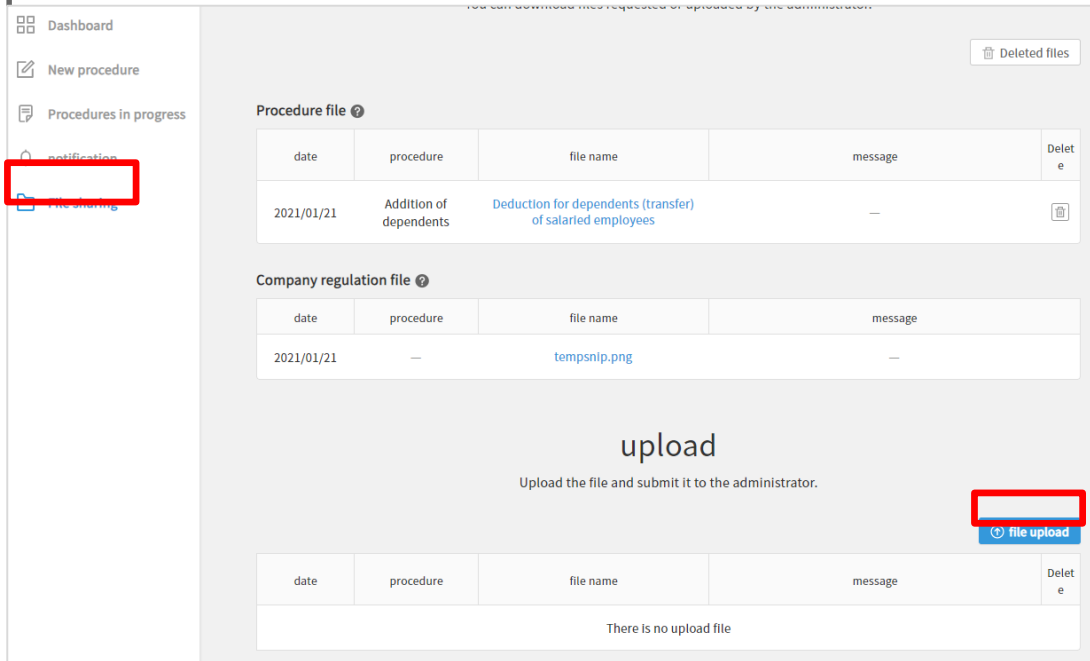
date	procedure	file name	message	Delete
2021/01/21	Addition of dependents	Deduction for dependents (transfer) of salaried employees	—	Deleted files

Company regulation file ?

date	procedure	file name	message
2021/01/21	—	tempsnip.png	—


Upload files

1. Select “File sharing” on the left menu bar and click “File upload”.



The screenshot shows a web interface for file sharing. On the left, a navigation menu has 'File sharing' highlighted with a red box. The main area displays two tables: 'Procedure file' and 'Company regulation file'. Below these is an 'upload' section with the text 'Upload the file and submit it to the administrator.' and a blue 'file upload' button highlighted with a red box. At the bottom, there is a table with the message 'There is no upload file'.

2. Upload the file, select “File classification”, and click the “upload” button to submit the file to manager.



The screenshot shows a dialog box titled 'Upload file selection'. It contains the following fields and options:

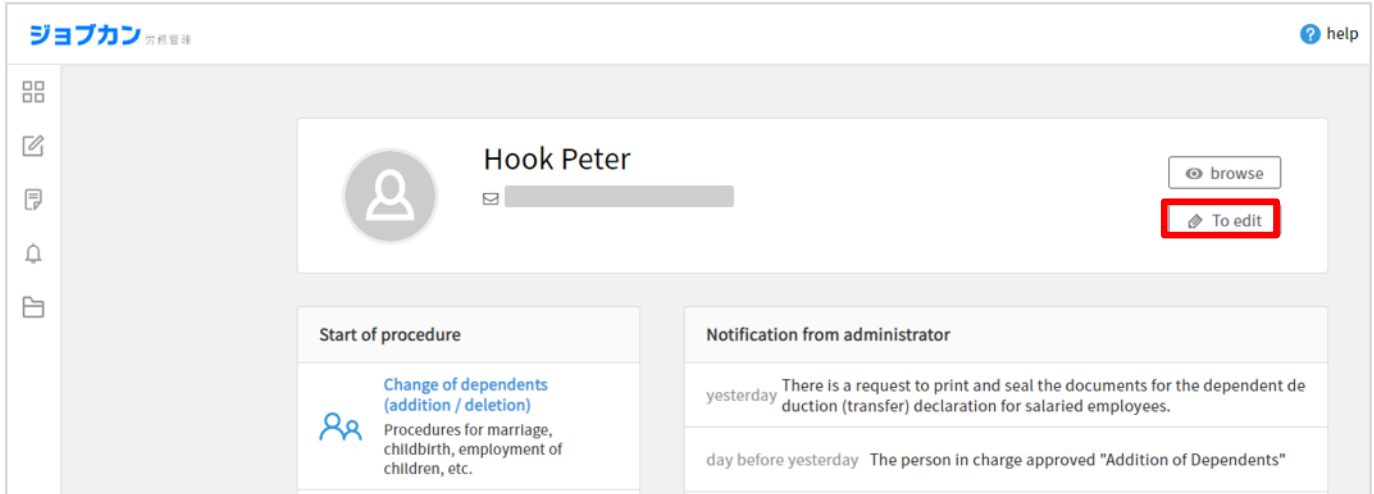
- File upload** (required) with a question mark icon and a file selection button.
- File classification** (required) with a question mark icon and two radio buttons: Procedure file and Company regulation file.
- message** with a large text input area.
- At the bottom, there are two buttons: 'Cancel' and 'upload' (highlighted with a red box).

Account Settings

- Request for change of employee information
- Change of password

Request for change of employee information

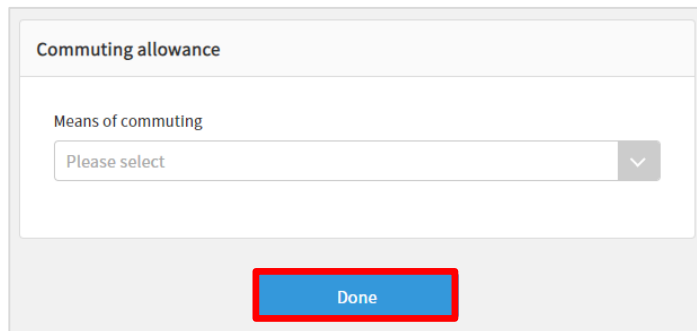
1. Click “Dashboard” on the left menu, click “Edit”.



The screenshot shows the Job Kan system interface. At the top left, there is a logo for 'ジョブカン' (Job Kan) and a 'help' button at the top right. A left sidebar contains navigation icons. The main content area displays the profile of 'Hook Peter' with a 'browse' button and a 'To edit' button highlighted with a red box. Below the profile, there are two sections: 'Start of procedure' with a link for 'Change of dependents (addition / deletion)' and 'Notification from administrator' with two entries: 'yesterday There is a request to print and seal the documents for the dependent deduction (transfer) declaration for salaried employees.' and 'day before yesterday The person in charge approved "Addition of Dependents"'. The 'To edit' button is highlighted with a red box.

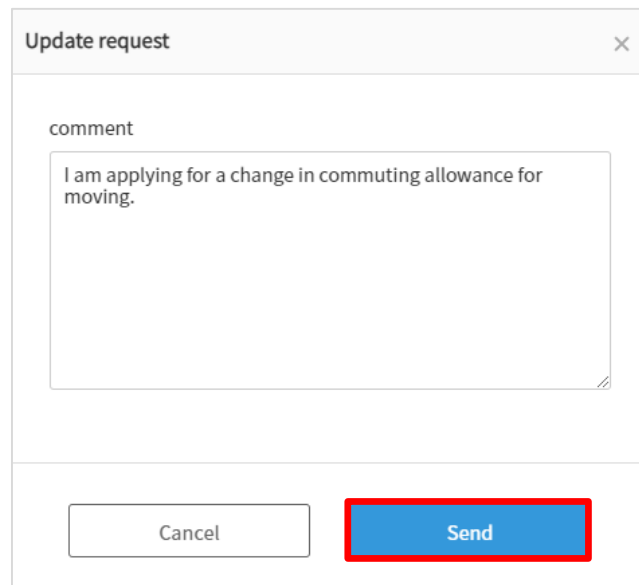
2. Change the information and click “Done”.

* The displayed items differ depending on the settings of the manager.



The screenshot shows a form titled 'Commuting allowance'. It has a section for 'Means of commuting' with a dropdown menu showing 'Please select'. At the bottom of the form, there is a blue 'Done' button highlighted with a red box.

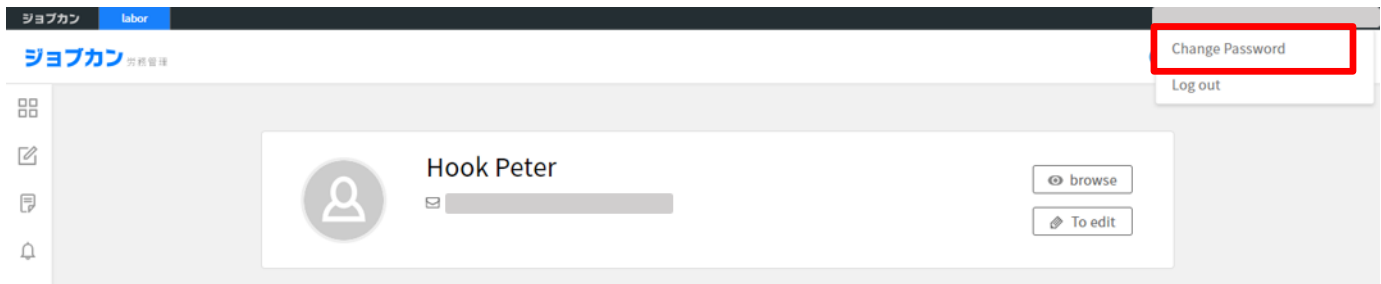
3. Enter a comment and click “Send” to complete. Please wait for the approval of the manager.



The screenshot shows a dialog box titled 'Update request' with a close button (X) in the top right corner. It contains a text area for 'comment' with the text 'I am applying for a change in commuting allowance for moving.' At the bottom, there are two buttons: 'Cancel' and 'Send', with the 'Send' button highlighted by a red box.

Change of password

1. Click the email address at the top right of My Page and click “Change password” from the displayed menu.



2. Enter new password and click “Change” to complete.

Change Password ?

Change Password

new password

New password (confirmation)

You need to set a password that meets the password policy.

- Minimum number of characters: 8 or more
- Maximum number of characters: 200 or less
- Character type: No limit
- Expiration date: Indefinite

Others

- **Item lists for entering employee information**
- **Clock Revision Request Mail**

Item lists for entering employee information

* Items may be customized by the manager

Item name	Condition	Explanation
Basic information		
Profile image	Optional	Please upload your face photo.
Last name	Required	(E.g.) Yamada
First name	Required	(E.g.)Taro
Maiden name	Optional	(E.g.)Taro Sasaki
Date of birth	Required	(E.g.)1980/1/1
Gender	Required	Male / Female
Email address	Optional	(E.g.)yamada@lms.jobcan.ne.jp
Country of Residence	Optional	Please select it.
Postal code	Required	999-9999
Prefectures	Required	(E.g.)Tokyo
City	Required	(E.g.)Shibuya
Street number	Required	(E.g.)9-99-99
Building name/Room number	Optional	(E.g.)Jobcan apartment
Address (overseas)	Required (Applicable person only)	Half-width alphanumeric character
Phone number	Optional	(E.g.)0000-0000-0000
Relationship of householder	Optional	(E.g.)The person himself/herself, husband, wife, etc.
Name of householder	Optional	(E.g.)Taro Yamada
Japanese/Non-Japanese	Optional	Please select it.
Nationality/Region	Optional (Applicable person only)	Please select it.
Status of residence	Optional (Applicable person only)	Please select it.
Expiration date of stay	Optional (Applicable person only)	(E.g.)2011/4/1
Whether or not there is permission for activities outside the qualification	Optional (Applicable person only)	Yes / No
Temporary/Contract employment classification	Optional (Applicable person only)	Please select it.
Residence card	Optional (Applicable person only)	Please select the file.
Resume / CV		
Resume / CV	Optional	Please select the file.
Commuting allowance		
Means of commuting	Optional	Please select it.
Commuter pass period	Optional (Applicable person only)	One month / Three months / Six months
Train Station you get in	Optional (Applicable person only)	(E.g.)Shibuya
	Optional (Applicable person only)	(E.g.)Shinjuku
Waypoint	Optional (Applicable person only)	(E.g.)Yoyogi
One-way fare	Optional (Applicable person only)	Half-width number
Commuter pass fee	Optional (Applicable person only)	Half-width number
Bus Stop you get in	Optional (Applicable person only)	(E.g.)Shibuya
	Optional (Applicable person only)	(E.g.)Shinjuku
Waypoint	Optional (Applicable person only)	(E.g.)Yoyogi
One-way fare	Optional (Applicable person only)	Half-width number
Commuter pass fee	Optional (Applicable person only)	Half-width number
Car Departure place	Optional (Applicable person only)	(E.g.)Home
	Optional (Applicable person only)	(E.g.)Main office
One-way commuting distance	Optional (Applicable person only)	Please select it.
Payment amount	Optional (Applicable person only)	Half-width number
Account information		
Bank name	Optional	(E.g.)xx bank
Bank code	Optional	4 half-width number
Branch name	Optional	(E.g.) Shinjuku Central Branch
Branch code	Optional	3 half-width number
Type of account	Optional	Saving account / Current account
Account number	Optional	Within 7 half-width number

Item lists for entering employee information

Dependent information		
With or without dependents	Optional	Yes / No
Relationship to the dependents	Required (Applicable person only)	Spouse / Others
Details of relationship	Required (Applicable person only)	Please select it.
Last name	Required (Applicable person only)	(E.g.)Yamada
First name	Required (Applicable person only)	(E.g.)Hanako
Date of birth	Required (Applicable person only)	(E.g.)1980/1/1
Gender	Required (Applicable person only)	Male/Female
Live together / Separate	Required (Applicable person only)	Live together / Separate / Separate (domestic) / Separate (overseas)
Occupation	Required (Applicable person only)	(E.g.)Housewife
Phone number	Optional (Applicable person only)	(E.g.)0000-0000-0000
Annual income (Expected for the next year)	Optional (Applicable person only)	Half-width number
Annual income (January - December)	Required (Applicable person only)	Half-width number
Disability classification	Optional (Applicable person only)	Not applicable / Person with disabilities / Person with heavy handicap
Dependent on tax	Optional (Applicable person only)	
Day she/he become a dependent	Optional (Applicable person only)	In the procedure for joining the company, the date of joining the company will be automatically set.
Reason for being added to dependent	Optional (Applicable person only)	In the procedure for joining the company, "By acquiring qualification" will be automatically set.
Submission of dependent deduction report for subordinate salary	Optional	
Spouse information		
Whether or not you have spouse	Optional	Yes / No
Emergency contact		
Last name	Optional	(E.g.)Yamada
First name	Optional	(E.g.)Ichiro
Relationship	Optional	(E.g.) The person himself/herself, Husband, Wife, etc.
Phone number	Optional	(E.g.)0000-0000-0000
Postal code	Optional	999-9999
Prefectures	Optional	(E.g.)Tokyo
City	Optional	(E.g.)Shibuya
Street number	Optional	(E.g.)9-99-99
Building name/Room number	Optional	(E.g.)Jobcan apartment
Address of residence card		
Postal code	Optional	999-9999
Prefectures	Optional	(E.g.)Tokyo
City	Optional	(E.g.)Shibuya
Street number	Optional	(E.g.)9-99-99
Building name/Room number	Optional	(E.g.)Jobcan apartment
Tax classification information		
Disability classification	Optional	Not applicable / Person with disabilities / Person with heavy handicap
Working student classification	Optional	Not applicable / Working student
Single parent/Widow (Widower) classification	Optional	Not applicable / Single parent / Widow (Widower)
Widow (Widower) classification (before 2020)	Optional	Not applicable / Widow (Widower) / Special Widow (Widower)
Single child dependent (before 2020)	Optional	Not applicable / Single child dependent
Health insurance		
Health insurance insured person reference number	Optional	Within 6 half-width number
Welfare pension insurance		
Basic pension number	Optional	10 half-width number
Pension notebook image	Optional	Please select the file.
Take out welfare annuity insurance for the first time	Optional	
I don't know the basic pension number	Optional	
Employment insurance		
Employment insurance insured number	Optional	11 half-width number
Employment insurance card image	Optional	Please select the file.
Don't know the employment insurance insured number	Optional	

Clock Revision Request Mail

1. You may receive a request to correct the procedure from the manager.

Title: Adding a correction request of dependents has arrived | Jobcan labor management

2. Check “Comment from xx”, click the link, correct the relevant part, and submit it to the administrator.

Adding a correction request of dependents has arrived | job cans labor management

Jobcan Labor Management no-reply@lms.jobcan.ne.jp via sendgrid.net
to [redacted]

Peter Hook ([redacted]) like

Ryo Ishikawa ([redacted]) additional modification request of dependents than I arrived.

Comment from [redacted]
Please enter your emergency contact.

Please check from the URL below.

https://Lms.Jobcan.Jp/add_Dependents/Employee_input/86734

any questions administrator ([redacted]) please contact).

login URL: <https://Lms.Jobcan.Jp/Login>
job Kang Series: <https://All.Jobcan.Ne.Jp/>

* This email is automatically sent by Jobcan Labor Management.
* Please note that even if you reply to this email, we will not be able to reply .